

# ITD NEWS

State of Iowa  
Information Technology Department  
Hoover State Office Building – B Level  
Des Moines, Iowa 50319

*John Gillispie, Director*

ITD NEWS May/June 2003

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## MySmartForce (stretch your training \$s)

Many State of Iowa Employees are taking advantage of this learning opportunity. We would like to congratulate those who have stepped into the world of e-Learning. And thanks to those for the great feedback you have given us about the new Learning Management System. If your not yet signed up, read on about the features and where you can get more information.

### FEATURES

The following is a list of some of the student features included with MySmartForce:

Launch e-Learning content  
Web-Linked, Mentored SmartCourses  
Threaded Discussions  
Library Of Articles, Documents And Downloads  
News, Views And Reviews  
Traditional CBTs  
Mentoring  
FastTrack Assessment  
Personal Learning Paths Toward An Objective  
Seminars (live & pre-recorded) (**Excellent resource with no travel**)  
Expert-Led Chats  
ExamPrep Software (**TAKE NOTE if you or anyone on your staff is paying \$1,000-\$2,000 for this elsewhere.**)  
Track content progress  
Perform pre- and post-assessments  
Access content offline  
Access content 24x7  
Access expert mentors 24x7  
Access support 24x7  
View content descriptions  
Access learning resources  
Personalize your e-Learning views

MySmartForce is fully functional and being used by many State and County Employees.

We can come to your meeting or user group to demonstrate, the benefits of this Learning Solution. Please feel free to call Bruce at 281-6984 or e-mail me at [Bruce.Hupke@iowa.gov](mailto:Bruce.Hupke@iowa.gov).

## Online Course List

E-mail or call me and I can send you a list of high level course content and enrollment form. For a complete list of actual courses, course outlines, or to demo an online course, go to [www.skillssoft.com](http://www.skillssoft.com).

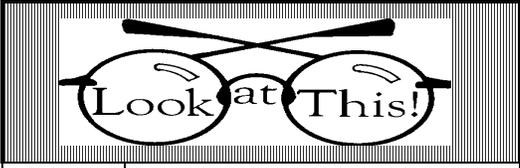
For questions or more information contact Bruce Hupke at 515/281-6984 or e-mail at [bruce.hupke@itd.state.ia.us](mailto:bruce.hupke@itd.state.ia.us).

## Did you know...

in MicroSoft Access, you can have a form automatically display when you open a database. Here is how you can do it.

- Create a Data entry form.
- With the Database open, click Tools, Startup.
- Click the down arrow under Display Form/Page".
- Select the Form that you want to display automatically every time the database is opened.
- Click OK.

That's it. Close the database and then open it; the form will display automatically.



|   |   |
|---|---|
| 2 | - Instructor Led Training Schedule                        |
| 3 | - May and June Calendar<br>- Sneak Peek at future Courses |
| 4 | - Enrollment Form   |

## Direct all Education Comments and Questions to:

Bruce Hupke – 281-6984 [Bruce.Hupke@iowa.gov](mailto:Bruce.Hupke@iowa.gov)

**PC Skills*****MS OFFICE******ACCESS LEVEL 1***

This hands on class will provide the skills you need to create, update, query, and report from an ACCESS database. Students will know proper database planning and design principals. You will learn database concepts and terminology by working with ACCESS databases. A workbook and exercises will be included to reinforce learning.

**Prerequisite: Basic Windows or similar experience**

***Access Level 1***

**\$115** **Course: PC808**  
**May 28** 8:30 – 3:30  
**29** 8:30 – 12:00  
 Enrollments close: May 14  
 or  
**Aug 20** 8:30 – 3:30  
**21** 8:30 – 12:00  
 Enrollments close: Aug 8  
 Hoover 'B' Level/Learning Center 2

***EXCEL LEVEL 1***

This hands on class will provide the skills you need to create, update, format and maintain a basic EXCEL spreadsheet. The class will work with ranges and various financial and statistical functions. Exercises will be included to reinforce learning. A workbook and a data diskette are provided.

**Prerequisite: Basic Windows or similar experience**

***Excel Level 1***

**\$115** **Course: PC708**  
**Aug 27** 9:00 – 3:30  
**28** 9:00 – 12:00  
 Enrollments close: Aug 15  
 Hoover 'B' Level/Learning Center 2

***ACCESS LEVEL 2***

This hands-on class will enhance the ACCESS skills you learned in Basic ACCESS class. You will create tables, forms and reports using advanced techniques. Class will learn the principles of table design, table relationships, normalizing data, and referential integrity. Advanced query, form, and report design techniques will be covered. Including data validation, input masks, concatenation, combo boxes and subforms.

**Prerequisite: Basic Microsoft ACCESS class**

***Access Level 2***

**\$115** **Course: PC818**  
**May 14** 8:30 – 3:30  
**15** 8:30 – 12:00  
 Enrollments close: May 2  
 Hoover 'B' Level/Learning Center 2

***EXCEL LEVEL 2***

This hands-on class will provide the skills you need to create, modify, and customize EXCEL charts. Drawing tools will be used to enhance worksheets and charts. You will use advanced sorting techniques for locating and managing information. Class will work with an Excel database. You will learn the querying capabilities of EXCEL.

**Prerequisite: Basic Microsoft EXCEL class or similar EXCEL experience**

***Excel Level 2***

**\$115** **Course: PC718**  
**TBA** 9:00 – 3:30  
 9:00 – 12:00  
 Enrollments close: Mar 3  
 Hoover 'B' Level/Learning Center 2

***BUSINESS OBJECTS INFOVIEW***

InfoView is a web based report creating and viewing software. This hands-on Introduction to InfoView will teach students to create several types of reports. Included in reports students will create are: calculations, sorting, grouping, breaking, conditions, crosstab and bar charts. Also formatting a report. Students will learn to send /receive and publish reports. Students in class will do report drilling.

**Prerequisite: Basic Windows or similar experience**

***InfoView***

**\$50** **Course: UT501**  
**TBA** 9:00 – 12:00  
 Enrollments close: N/A  
 Hoover 'B' Level/Learning Center 2

**Please Remember** Enrollment in a class must be canceled at least 3 working days prior to the start of the class. If you cannot attend, substitutions can be made. Cancellations after the 3-day limit, except for illness, will be charged to the department. ITD Education reserves the right to cancel a class because of low enrollments. The determination of whether to hold the class or not will be made no later than three days before the session. Any enrollee will be scheduled into the next session.

**May 2003**

| Sunday | Monday | Tuesday | Wednesday                           | Thursday                             | Friday | Saturday |
|--------|--------|---------|-------------------------------------|--------------------------------------|--------|----------|
|        |        |         |                                     | 1                                    | 2      | 3        |
| 4      | 5      | 6       | 7                                   | 8                                    | 9      | 10       |
| 11     | 12     | 13      | 14<br>Access Level 2<br>8:30 – 3:30 | 15<br>Access Level 2<br>8:30 – 12:00 | 16     | 17       |
| 18     | 19     | 20      | 21                                  | 22                                   | 23     | 24       |
| 25     | 26     | 27      | 28<br>Access Level 1<br>8:30 – 3:30 | 29<br>Access Level 1<br>8:30 – 12:00 | 30     | 31       |

**June 2003**

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1      | 2      | 3       | 4         | 5        | 6      | 7        |
| 8      | 9      | 10      | 11        | 12       | 13     | 14       |
| 15     | 16     | 17      | 18        | 19       | 20     | 21       |
| 22     | 23     | 24      | 25        | 26       | 27     | 28       |
| 29     | 30     |         |           |          |        |          |

Sneak Peak:

Access Level 1 Aug 20,21

Excel Level 1 Aug 27,28



# ENROLLMENT FORM

Customer Liaison Division  
Education

**INSTRUCTIONS: List each person only once. To the left of the name, in the grid provided, indicate which session(s) or class that person is to be enrolled.**

Please call Bruce Hupke @ 281-6984  
(Email: [Bruce.Hupke@itd.state.ia.us](mailto:Bruce.Hupke@itd.state.ia.us))

If you have any questions.

\* **Please use these open columns to list those of our regular courses that you do not see included in the current offerings.**

Enrollees will be added to the respective waiting list.

We use this to assess demand for scheduling future sessions.

Access Level 1 (PC 808) 5/28-29  
Access Level 2 (PC 818) 5/14-15  
Excel Level 1 (PC 708) 8/20,21  
Excel Level 2 (PC 718) TBA  
Access Level 1 (PC 808) 8/27-28  
\* InfoView (UT 501) TBA  
\*

|  |  |  |  |  |  |  |  | Name | SSN | Telephone |
|--|--|--|--|--|--|--|--|------|-----|-----------|
|  |  |  |  |  |  |  |  |      |     |           |
|  |  |  |  |  |  |  |  |      |     |           |
|  |  |  |  |  |  |  |  |      |     |           |
|  |  |  |  |  |  |  |  |      |     |           |

*Your department will be charged for cancellations made within three (3) days of the scheduled class.*

Agency / Department \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Training Liaison Signature \_\_\_\_\_ Telephone \_\_\_\_\_  
(if required)

**Mailing Address:** Information Technology Department  
Education Section  
Hoover Building – Level B  
Des Moines, IA 50319-0141

**Fax number:** (515) 281-6137